Entrepreneurship Projects

#15 The Owner’s Resume

**Objective**: To produce a professional looking Owner’s Resume.

**Background Info:**

**What is a Resume and Why Have One?**

* Resume: a brief autobiographical sketch containing information important to a prospective employer, potential business investor, or prospective customer to your business.
* Information contained in the resume includes work experience, educational background, related skills, and other qualifications. Resumes are usually not more than one page.

**Types of Resumes**

A resume can be formatted in a variety of ways depending on the purpose for which it is being used. The following is a list and brief description of some of the most common resumes.

* Chronological Resume
  + Lists work experience first in reverse chronological order (most recent first)
  + List educational background and skills secondary
  + Best used for individuals who have a considerable amount of work experience.
* Functional Resume
  + Puts primary importance on skills, with work experience and education listed second
  + Best for individuals who have a considerable amount of work skills that would be of greater interest to the reader than educational or experiential qualifications.
* Combination Resume
  + Focuses equally on all components included within the resume.
  + Best used for individuals who have strong educational qualifications, considerable work experience, and other information (versatile set of skills, considerable community service, etc., of equal importance.

**Why Include an Owner’s Resume in a Business Plan?**

* Adding an owner’s resume allows readers of a business plan assess the owner’s abilities to run and operate the business. By looking at the owner’s educational background, work experience, and personal skills and abilities, potential investors of the business can conduct a “paper” interview through the resume.

**Resume Tips & Guidelines**

First Impressions Count! Choose a resume format that is most suitable for your circumstances.

When composing a resume, consider that it must:

* Sell yourself to the reader within the top half of the document.
* Contain only brief descriptive statements (avoid lengthy paragraphs)
* Be eye-appealing. (balanced margins and spacing, consistent style and formatting)
* Contain no grammatical or spelling errors.
* Remain within a single page in length if possible.

When composing a resume, you should not:

* List hobbies unless they are related to the position
* List salary requirements
* List personal information such as age, weight, sex, height, etc.

## TASK #1: Create a Personal Resume

**Instructions:** Using Shaun Decker’s Resume as a model, create your own Resume.  
You can use the Resume Wizard in Microsoft Word or create the resume from scratch.

Steps: Office Button 🡪 New 🡪 Template Navigation Pane Option: *Resumes & CVs*  🡪 Basic

**Saving Your Work:**

Save this as ***Project 15 - Resume*** in your “Business Plan” folder.

All future projects will be saved to this same folder – “Business Plan”

